

**MINUTES**  
**UTAH**  
**LANDSCAPE ARCHITECT**  
**LICENSING BOARD**  
**MEETING**

**January 15, 2002**

**Room 428 – 4<sup>th</sup> Floor – 9:00 A.M.**  
**Heber Wells Building**

**CONVENED:** 9:00 A.M.

**ADJOURNED:** 11:15 A.M.

**Bureau Manager:**  
**Board Secretary:**

Lynn J. Bernhard II  
Karen McCall

**Board Members Present:**

Sumner M. Swaner  
Dell R. Cook, Chairperson  
Fredrick S. Liljegren  
Grant Smith, Public Person

**Board Members Absent:**

Michael L. Timmons

**TOPICS FOR DISCUSSION**

**DECISIONS AND RECOMMENDATIONS**

**ADMINISTRATIVE BUSINESS:**

Read and Approve the March 6, 2001 minutes.

Mr. Swaner made a motion to approve the minutes as read. Mr. Liljegren seconded the motion. **The board vote was unanimous.**

**PENDING BUSINESS:**

Education and Enforcement Fund Balance and  
2004 Renewal Fees

Mr. Bernhard stated that the balance in the education and enforcement fund is currently \$5800.00. Mr. Bernhard stated that there are some restrictions on using the funds and suggested the board may want to use the fund for travel to the annual CLARB conference, the annual regional conferece and for education around the State of Utah for landscape architects.

Mr. Bernhard discussed the renewal date of May 31, 2002 and stated that an additional amount of about



\$2500.00 will be added to the education and enforcement fund at that renewal time.

**Based on the ability to use the funds for travel to the yearly national conference, CLARB, and yearly regional conference, Mr. Smith made a motion to raise the \$10.00 education and enforcement assessment by \$10.00 at the May 31, 2004 renewal date. This would make a total of \$20.00 per licensee to be assessed for the fund. Mr. Liljegren seconded the motion. The board vote was unanimous.**

**The board recommended the division send a letter of explanation regarding the increase of assessment with the renewal form.**

#### **NEW BUSINESS:**

#### **CORRESPONDENCE:**

##### **CLARB Correspondence**

The following CLARB correspondence was reviewed by the board:

1. Spring 2001 newsletter Environment and Design. **No action taken.**
2. Fall 2001 newsletter Environment and Design. **No action taken.**
3. MBA Memo #91 regarding the following: Examination Items. **No action taken.**
4. Recent Transmittals. **No action taken.**
5. MBA Miscellaneous. **No action taken.**
6. Upcoming Meetings – March 2-3, 2002 Spring Meeting in Cincinnati, Ohio. **Mr. Liljegren made a motion for Mr. Cook to attend the meeting with funding from the education and enforcement fund. Mr. Swaner seconded the motion. The board vote was unanimous.**
7. Information regarding a refund of monies from the cancelled Salt Lake City, Utah, fall meeting. **No action taken.**
8. Information regarding ASLA and CLARB forming a strategic licensure partnership. **No action taken.**
9. Additional information in a Licensure Support Resource Guide. **Board members reviewed the information. Mr. Cook took the information for a more complete review.**



Pamela Loth Letter

The board reviewed Ms. Loth's letter of response to the Division regarding potential violation of the law. **No action taken.**

**DISCUSSION ITEMS:**

Division Update

The board was notified of the retirement of David Fairhurst. Mr. Lynn J. Bernhard II was introduced as the Bureau Manager for Landscape Architects. **The board welcomed Mr. Bernhard.**

The board was notified of Craig Jackson returning to the Division as the Director. **No action taken.**

Board Chairperson

**The board requested this item be deferred to the March 13, 2002 meeting.**

Open Meetings

**The board requested this item be deferred to the March 13, 2002 meeting.**

Robert Rules for Meetings

The board discussed the usage of the Roberts Rules. **Board members stated that the Roberts Rules need to be more carefully followed.**

Board Meeting Schedule

Mr. Bernhard requested the board meet in March 2002 to discuss budget items for the education and enforcement fund. **The board set the meeting for March 13, 2002.**

2002 Board Meeting Schedule

**Board members noted the dates of March 13 and September 24 for the 2002 board meeting dates.**

**NEXT MEETING SCHEDULED FOR:**

March 13, 2002

**MEETING ADJOURNED AT:**

11:15 A.M.

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Date Approved

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Chairperson, Utah Landscape Architect Licensing Board

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Date Approved

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Bureau Manager, Division of Occupational & Professional Licensing



